



## Career Opportunity Bulletin

### OFFICE ASSOCIATE II SUPERVISOR

**Code:** 654300

**Pay Grade:** 15 (\$13.19 - 18.48/hr.)

**Open for Recruitment:** June 14, 2013 - *Until Canceled*

#### JOB DESCRIPTION

This position performs complex, varied office support tasks often requiring established skill sets. As an Office Associate II Supervisor you will be responsible for independent decision-making on the appropriate processes to follow, information to process, and actions to take in accordance with standard procedures. This position will give you the opportunity to develop supervisory skills.

#### Typical Duties

- Evaluates employee performance in accordance with State of Maine Performance Management and Appraisal System.
- Coaches employees in meeting performance standards.
- Plans, assigns, instructs, reviews, and monitors the work of support staff.
- Analyzes personnel, operational, and organizational issues and problems; and develops timely and economical solutions.
- Creates and using varied correspondence formats and compose standard business correspondence.
- Creates basic graphics/illustration/ publication work to produce informational materials including maps, charts and graphs involving drafting, formatting, illustrating, lettering, and manipulating text and graphics in electronic and written form.
- Develops and uses computerized formats and/or graphics for forms, pamphlets, graphs, charts, tables, and/or maps.
- Examines documents/information, determine facts, detect errors and irregularities, and take action as authorized
- Coordinates and presents workshops, training, and orientation sessions.
- Administers and/or score applicable examination in accordance with set procedures.
- Collects, counts, reconciles and/or deposits fees in accordance with set procedures.
- Receives and greets visitors and determine customer needs.
- Advises others requesting technical assistance.
- Applies to routine individual cases an explanation and interpretation of applicable rules, regulations, policies, procedures, codes, and/or documentation requirements.

- Public Service
- Career Diversity
- Over 10,000 Employees
- Statewide Locations
- Benefits
- Retirement
- Paid Holidays
- Training
- Career Path
- Promotional Opportunities
- Part Time
- Full Time
- Seasonal Jobs

#### HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

#### ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

*The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.*

## OFFICE ASSOCIATE II SUPERVISOR



### MINIMUM REQUIREMENTS

In order to qualify, you must have training, education or experience in office and administrative support work that demonstrates 1) competency in applying a solid knowledge of supervisory skills 2) competency in applying a solid knowledge of modern office practices to perform complex, varied office support tasks and 3) the ability to use independent decision making on the appropriate processes to follow, information to

**Value of State-paid Dental Insurance: \$13.69 biweekly**

**Value\* of State-paid Health Insurance:**

- Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

\*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011.

**Value of State's share of Employee's Retirement: 11.54% of pay.**

process and actions to take in accordance with standard procedures.